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ABSTRACT

This final report of the Oklahoma Research Coordinating Unit (RCU) for Vocational Education ennumerates the results of activities in (1) the coordination of research, (2) the stimulation of research in vocational-technical education, (3) the conduct of research, (4) the dissemination of research findings, and (5) the training of researchers. Future activities of the RCU are also discussed. A complete listing of publications and research projects for the entire 4-year history of the RCU is included, and a special section is devoted to the description of techniques used to involve practitioners in the research process (e.g. workshops and "mini-grants"). Proposal forms and guidelines for writing proposals are appended. (GR)

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FINAL REPORT
Project No. 6-3018
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# RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION IN OKLAHOMA

September 1969

U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

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Final Report

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# Research Coordinating Unit for Vocational Education in Oklahoma

William W. Stevenson

Oklahoma State University
Stillwater, Oklahoma

December 1, 1966 - August 31, 1969

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## PREFACE

The establishment of state units for the coordinating of research in vocational education was a unique and challenging experiment by the Bureau of Research, Office of Education. Unique in that funds were provided, not primarily for the purpose of conducting research, but for the purpose of making research more meaningful to those persons in the state who could put findings into practice. Challenging in that personnel of the Units were charged with the responsibility of not only seeing that research is done but of providing the stimulus to bring about change based on the best that we can learn. Although probably only a few far-sighted individuals saw the full potential of the Research Coordinating Units in the beginning; we were, in fact, being asked to become the bridge between science and society--the link between the investigator and the educator--in the field of vocational-technical education.

The Director of the Oklahoma RCU would like to express his deep appreciation to those individuals who have been so firm in their support and so patient in their expectations. Dr. William D. Frazier, Associate Director of the Unit has been the dependable co-worker who saw that things got done--and done correctly. Dr. Francis Tuttle, State Director of Vocational-Technical Education, and his staff have provided the balance which continually made us aware of the need for practical answers to real problems. Dr. Helmer E. Sorenson, Dean of the College of Education, Dr. Maurice Roney, Head of the School of Occupational and Adult Education, and Dr. Robert R. Price, Head of the Department of Agricultural Education, have assisted and advised procedures and research coordination. Dr. Marvin Edmison and the staff of the Research Foundation have provided invaluable assistance in the stimulation of research and fiscal procedures. All vocational-technical teacher educators at the various Oklahoma colleges and universities have given constructive, critical advice which has been most helpful and most deeply appreciated.

Finally, the vocational-technical teachers of Oklahoma have cooperated with their time and their interest to making the Research Coordinating Unit a functional part of the program of occupational education in Oklahoma.

## SUMMARY

The Oklahoma Vocational Research Coordinating Unit came into existence on July 15, 1965--a result of funding by the Bureau of Research, U.S. Office of Education. The Unit was subsequently funded under a continuation proposal beginning December 1, 1966 and extending through August 31, 1969. On September 1, 1969, the RCU continued operation as an arm of the Oklahoma State Department of Vocational-Technical Education.

This final report indicates activities of the Oklahoma Vocational Research Coordinating Unit from December 1, 1966 to August 31, 1969. The publications and research projects, however, are listed for the entire life of the RCU--so that the report contains a complete history of vocational research in Oklahoma for the approximately four years the RCU has been in operation.

The objectives of the Unit were to coordinate research, to generate new ideas, to assist researchers in their work, and to disseminate results of research activities. During the second funding period, particular emphasis was placed on studying research problems dealing with curriculum development, counseling, and communication techniques. Staff at normal strength was the director, associate director, four research assistants, and two secretaries. Fifteen research assistants (all in doctoral programs) have worked with the Unit. Eight have completed their degree requirements.

The activities of the Research Coordinating Unit are reported in relation to the objectives of the Unit:

1. Activities in the Coordination of Research

   Forty-eight group activities or defined groups are listed to indicate the extent of coordination. Individual conferences are tallied in five categories.

2. Activities to Stimulate Research in Vocational-Technical Education

   Forty-one group conferences are listed to indicate breadth of interests and extent of State coverage. Individual conferences are tallied in five categories. Thirty proposals which were submitted for funding are listed as are fifty projects which have been completed or are in progress.

3. Activities in the Conduct of Research

   This section is an annotated list of the ten projects completed or in progress "in-house" by RCU staff.

4. Activities to Disseminate Vocational-Technical Research Findings

   "VEIN," the RCU newsletter, and the project in selective dissemination of information are described. In addition, other types of activities, meetings and conferences are listed. The eighteen publications currently distributed by the Unit are also listed. Future dissemination activities are projected.

5. Unit Activities in the Training of Researchers

   This section lists the research assistants, Small Grants principal investigators and meetings with U.S.O.E. Regional Staff. Workshops and "mini-grants" are described here and in Appendix B.

Other activities of the Research Coordinating Unit indicate the extent of relationships with general education, business and industry, and other research agencies. Regional and national meetings show the interstate cooperation and coordination of RCU staff.

Future activities of the RCU are projected through a conference of the State Director of Vocational-Technical Education and the RCU Director. In addition to the present activities of the Unit, it is anticipated that staff will assist in planning and evaluation as necessary to the development of a State master plan for vocational-technical education. The RCU will also stand ready to assist the State Advisory Committee with any information needed.

A special section of the report is given to description of the techniques used to involve practitioners in the research process. These included workshops and "mini-grants" made possible through the use of Discretionary Award Funds from the Bureau of Research. These were the first monies the Research Coordinating Unit had available to spend outside the normal operation of the Unit. The usefulness of the activities supported by these funds is demonstrated by the increased interaction of RCU staff with practitioners relating to those activities.

# INTRODUCTION

The Oklahoma Research Coordinating Unit has passed through several stages in the process of attempting to define its functions and solidify its contribution to the total system of vocational-technical education.

In the early stages of the development of the Unit, the greatest emphasis was placed on stimulating and conducting research. As the supply of research findings increased in the state and nation, it became evident that a major portion of the effort of personnel of the RCU should be concentrated on the phases of coordination and dissemination. Research training both for the production and use of research also appeared as an important area of responsibility of the Unit.

A further evolution which has taken place in the research efforts of the RCU is a reflection of the realization that the Unit can best serve as a supportive sub-system to the total program of vocational education. The gathering, analysis and interpretation of data needed to assist the decision making process in vocational education at all levels appears at this point in time to be a major additional responsibility of the Research Unit. The "Research Handbook for Vocational-Technical Education"[1] speaks to this need for supportive effort and the related need for the organization to respond.

> To summarize, research is viewed as a national priority primarily because of what it can do for the other aspects of the vocational program. In its narrowest sense research can be evaluation, which leads to a restructuring and a pinpointing of problem areas in vocational education. In its broadest sense research is systematic change, an attempt to supplement and develop different approaches to solve vocational education problems. This latter rationale develops an approach which results in the adoption of different methods into an existing target system. This approach requires emphasis on dissemination of information, on repackaging of research findings, and upon change agents to assist users of the repackaged information.

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[1]Hull, William L., William D. Frazier, and William W. Stevenson, "Research Handbook for Vocational-Technical Education," Oklahoma State University, 1969.

All organizations must be willing to look at alternative ways of achieving their goals if they are to remain pliable and dynamic. Research can provide the procedures for testing alternative solutions to problems.

This report covering the entire funding period for the Unit - December 1, 1966 to August 31, 1969 - will review the activities designed to accomplish the stated objectives. Future plans for the Research Coordinating Unit will be discussed in the light of what has preceded and with a view to what the needs of the state are expected to be.

## GENERAL INFORMATION

I. Objectives

The Oklahoma Vocational Research Coordinating Unit is the research arm of the State Department of Vocational-Technical Education. The objectives of the Unit are: (1) to coordinate intrastate vocational-technical research, and to cooperate with other Research Coordinating Units in the coordination to interstate vocational research; (2) to provide assistance to researchers in vocational-technical education in the areas of research design and methodology, review of proposals, identification of problems, and identification of funding agencies; (3) to stimulate activities which will result in increased interest and improved competence in vocational research; (4) to develop and conduct exploratory research in vocational-technical education; (5) to develop procedures whereby relevant research findings may be disseminated to those individuals in vocational education who have need of such information, and to stimulate the use of research results toward the development of innovative practices in the improvement of vocational-technical programs in local schools; and (6) to encourage the development of curriculum guides and teaching materials as directed by research in vocational education.

II. Vocational Education Research Priorities for Oklahoma.

Oklahoma RCU has, with the assistance of its consulting and advisory boards, defined a set of problem areas which need particular attention if we are to progressively improve vocational-technical education.

We encouraged teachers in the field to develop innovative practices which may be evaluated as we attempt to find solutions to the most pressing problems. The RCU was particularly interested in working with educators on the listed priority areas. However, we were still interested in all researchable vocational education problems.

Following is the priority list of problems to which we gave special attention during the second funding period.

<u>Curriculum Development</u>

1. To develop programs of vocational education for low ability students.
2. To develop a pre-vocational program for the junior high level.

Counseling

1. To establish improved methods of providing occupational information to counselors, students and parents.
2. To develop improved methods for selecting students for vocational-technical education programs.

Communication

1. To develop better communication techniques between school vocational-technical education and business and industry by:
   a. Defining the roles of business and industry in vocational-technical education
   b. Developing procedures for determining needs of business and industry on a continuing basis - and reflecting those needs in vocational-technical education courses.

III. Staff of the Vocational Research Coordinating Unit.

A. Dr. William W. Stevenson, Director and Assistant Professor, College of Education continues full-time with the Unit.

B. Dr. William D. Frazier, Associate Director and Assistant Professor, College of Education is now full-time with the Unit.

C. Dr. William L. Hull, Agricultural Education Department, started with the RCU on February 1 and worked one-quarter time until June 30. Dr. Hull was engaged in development of research proposals and synthesis and dissemination of research findings. Dr. Hull was one-half time with the Unit as co-director of the National Conference on Research.

D. Mr. Tim Baker, Research Assistant, has completed his tenure with the Unit and is now Teacher Trainer in Trade and Industrial Education at Morehead State College, Morehead Kentucky.

E. Mr. David Williams, Research Assistant, was awarded a small grants contract through the Regional Office of the U.S. Office of Education. Mr. Williams completed the research project and received the Ed.D. degree and is now in the Agricultural Education Department, University of Illinois.

F. Mr. Wilfred Bates, Research Assistant, has completed his research and his Ed.D. degree and is now with the Western Kentucky University.

G. Mr. Bob Walls, Assistant for Statistics and Computer Programming, has completed his doctorate and is now with the University of Arkansas Medical Center.

H. Mr. Harry Nowka, Research Assistant, has returned to the staff of Southwestern State College where he will complete his research.

I. Mr. Lloyd Wiggins, Research Assistant, has completed his research and the Ed.D. degree and is now on the staff of the School of Occupational and Adult Education, Oklahoma State University.

J. Mr. Harry Hoerner, Research Assistant, was awarded a small grants contract through the Regional Office of the U.S. Office of Education. Mr. Hoerner completed the research project and received the Ed.D. degree and is now in the Agricultural Engineering Department, Pennsylvania State University.

K. Mrs. Lillie Robinson, Research Assistant, has completed her research and received the Ed.D. degree. Mrs. Robinson is now with the Home Economics Department, Tuskegee Institute.

L. Mr. Gary Lantz, Assistant for Statistics and Computer Programming, has completed his doctorate and is now with Bethany Nazarene College, Bethany, Oklahoma.

M. Mr. Charles Hopkins, Research Assistant, came with the Unit September 1, 1968, in the area of Vocational Agriculture. Dr. Hopkins was appointed to full-time staff position with the Unit as of September 1, 1969.

N. Mrs. Irene Clements, Research Assistant, came with the Unit September 1, 1968, in the area of Home Economics.

O. Mr. Jimmie Thrash, Research Assistant, came with the Unit September 1, 1968, in the area of Distributive Education.

P. Mr. David Anderson, Research Assistant, came with the Unit September 1, 1968, in the area of Technical Education.

Q. Mr. Ed Apple, Research Assistant, came with the Unit January 15, 1969, in the area of Trade and Industrial Education.

R. Mr. Raymond Heiser came with the Unit September 1, 1968, to work in the area of Statistics and Computer programming.

S. Mrs. Carol Bolles and Mrs. Paula Horne are now secretaries for the Unit.

In summary, the staff has continued at or near full strength with the director and associate director, four research assistants, and two secretaries.

## ACTIVITIES IN THE COORDINATION OF RESEARCH

I. Group Conferences on Research in Vocational Education:

1. Planning Conference for "A Study of the Grain Elevator Business." Representatives of State Department of Vocational Education, Agricultural Education Department, Agricultural Economics Extension, Grain Elevators Association, Vocational Agriculture Teachers and the Research Coordinating Unit.

2. Planning Conferences for "Research, Development and Implementation of Area Vocational-Technical Training Centers." Representatives of State Department of Vocational Education, Area Vocational-Technical Centers, Economic Development Administration, Economic Development Districts, and the Research Coordinating Unit:

   (1) Oklahoma State University, Stillwater, Oklahoma.
   (2) Area Vocational-Technical Center, Tulsa, Oklahoma.

3. Planning Conference for "Personal and Situational Variables Associated with Innovative Vocational Agriculture Teachers Charged with the Responsibility for Adopting Curricula in Agriculture Occupations." Representatives of State Department of Vocational Education, Agricultural Education Department, and the Research Coordinating Unit.

4. Data collection for "A Study of Oklahoma Florist Businesses." Representatives of Oklahoma Florists Association, Horticulture Department of Oklahoma State University, and the Research Coordinating Unit.

5. Conference on the evaluation of summer institute to train Vocational Agriculture Teachers in Distributive Education Skills.

6. Conference on Progress Reports with Small Grant Projects Investigators:

   Dr. Harold Haswell from the Region VII Office
   Harry J. Hoerner
   Charles Kaiser
   Don Phillips
   David L. Williams

7. Report to High School Plans Advisory Committee: Completed first computer analysis of data and have answers to each question in totals and percentages. Graduate student making further study of selected group of these students.

8. Conference with Oklahoma State University Washington Representative, Bruce Carpenter. Presentation of Behavioral Science Research Funding Procedures, Personnel in Bureau of Educational Research Division.

9. Conference on Cost-Benefit Study of Education: Sponsored by The National Science Foundation and held with the Agricultural Economics personnel of Oklahoma State University.

10. Discussions of Business and Industry Needs Study: The Area Vocational-Technical Center at Duncan, Oklahoma.

11. Conference with Charles Kaiser and Vocational Education Teachers on Instrument Development for Role Conflict Study.

12. Report on Workshop on Teaching Disadvantages: Mrs. Eunice Judd reported on her participation at the Conference on Modification of Perceptions held by Disadvantaged Youth Toward Office Work Held at Hunter College in New York in July.

13. Conferences have been held with personnel from the Oklahoma Grain Dealers Association, Enid Area Vocational-Technical School, State Department of Vocational-Technical Education and State Extension Service to investigate the possibility of an Agricultural Technology Program for training employees for grain, feed, and farm supply occupations.

14. Conference with Mr. Charles Kaiser and Vocational Agriculture and T&I Supervisors on Role Study of Vocational Teachers.

15. Conference with Mr. Harry Hoerner, Principal Investigator, and Mr. Glen Dunkin, Other Counselor, on progress of research project entitled "The Effects of On-the Job Counseling on Employers' Rating and Job Satisfaction of Persons Trained in Selected Oklahoma MDTA Classes During 1967-68."

16. Conference with Dr. Paul V. Braden, Technical Education, Oklahoma State University, and Dr. Thomas C. Points, Oklahoma Medical Center, on study of Paramedical Occupations.

17. Meeting of Home Economics Advisory Council.

18. Meeting of Health Occupations Education Advisory Committee.

19. Conference with T&I Supervisors on Follow-Up Study procedures. Report to T&I Teachers conference on future follow-up procedures.

20. Conference with Dr. Robert R. Price, Head of the Agricultural Education Department and Dr. William L. Hull, Assistant Professor of Agricultural Education, on plans for Regional Conference on Research in Agricultural Education. The conference was held at Oklahoma State University on July 30, 31, and August 1. Theme of the conference is Research in Understanding and Implementing Change in Agricultural Education. RCU Directors were invited.

21. Report to Oklahoma Distributive Education Teachers on revised Follow-up Study of Vocational Students.

22. Conference on Educational Professions Development Act proposals with State Department and University personnel.

23. Sponsored trip to Seminar on "Methods of Teaching Agricultural Occupations in Community Colleges and Area Vocational Schools" at Commerce, Texas, for Area School Directors and State Department personnel.

24. Meeting with Kiamichi Area Vocational-Technical School Board to discuss site selection and program planning.

25. The Conference on Research, Regional Office of Education at Oklahoma City University.

26. The Governor's Conference on Vocational-Technical Education, Oklahoma.

27. The California Study of Administration in Vocational Education, Stillwater, Oklahoma.

28. Mid-Winter Conference, Vocational Agricultural Teachers, Stevenson - Presentation of Follow-up Study.

29. Conference on Research in Technical Education, Stillwater, Oklahoma with Dr. Scotty Robb, Oklahoma Economic Development Foundation; Mr. Don Harper, OU Research Institute; Mr. Pat Shoat, Industrial Development and Park Department; and Mr. Bill Powers, Technical Education State Supervisor.

30. Mid-Winter Conference, Vocational Home Economics Teachers Presentation of Follow-up Study.

31. Conferences on Airplane Mechanics Training Program with Mr. Giles Lay, American Flyers, Ardmore, Oklahoma; Mr. Troyce McGovern, Southeastern State College, Durant, Oklahoma; Mr. M. R. Traviolia, North American Aviation, Tulsa, Oklahoma; Mr. Don Brown, Technical Education, Oklahoma State University.

32. Conference on Indian Education Proposal with Mr. Buck Benhall and staff of the Bureau of Indian Affairs.

33. Conferences on Evaluation, Vocational Education staff members.

34. Conferences with Vocational Education Follow-up Committee.

35. Conference with Lawton School Personnel on Conduct of Exploratory Program for Vocational-Technical Education.
Albert Johnson, Control Office
Milton Worley, Vocational Director
Gene Rochelle, Junior High Principal
Kyle Perrin, High School Principal
Merle Collins, Guidance Division, State Department of Education
William Stevenson, Director, Research Coordinating Unit
William Frazier, Associate Director, Research Coordinating Unit

36. Reviewed questionnaire on "National Survey of Vocational Technical Students" for Mr. Byrle Killian.

37. Agriculture Education staff.

38. M.D.T.A. staff

39. State Department staff on Occupational Training Information System.

40. Industrial Arts Teacher Educators.

41. Conference with State Department of Education personnel on Assessment of Needs for Education in Oklahoma.

42. Conference with State Department of Vocational-Technical Education on Future Plans for Research Coordinating Unit.

43. Report to State Advisory Committee on Research Section of Oklahoma State Plan.

44. Conference on Workshop for development of Orientation to Occupations Handbook.
State Vocational-Technical Department
Vocational Guidance Supervisors
Local School personnel

45. Group Conferences:
Vocational-Technical Teacher Education Staff Members
Vocational-Technical State Department

46. Occupational Training Information System (OTIS) Advisory Committee Meeting.

47. Meeting of Local and State Vocational Education personnel with Dr. Duane Blake, Colorado State University on Multiple Institutes for Urban Areas, Oklahoma City.

48. The Unit has developed procedures and criteria for handling and evaluating proposals. Personnel of the Unit are serving on committees to process proposals for special programs. See Appendix A.

II. Number of Individuals with Whom Conferences Were Held in Regard to Coordination of Research in Vocational Education:

1. University Staff Members: 49
2. State Department of Vocational Education Personnel: 64
3. School Administrators and Teachers: 147
4. Graduate Students: 44
5. Others: 24

## ACTIVITIES TO STIMULATE RESEARCH IN VOCATIONAL-TECHNICAL EDUCATION

I. Group Conferences to Stimulate Research

1. Conference on Research in Computer Assisted Counseling with Dr. Tommy Roberts of the College of Education at Oklahoma State University. This project was reported to the Southwide Research Coordinating Council Meeting in Montgomery, Alabama.

2. Conference and Trips to Formulate Proposal on Indian Education. Traveled to Shawnee, Oklahoma; Missoula, Montana; and Madera, California with Victor Van Hook who represented the Oklahoma State Department of Vocational-Technical Education.

3. Conference on Health Occupations Study. Meetings to determine procedures for a manpower needs study in technician level paramedical personnel in Oklahoma. Conferees included: Dr. Thomas Points, Director of the Oklahoma Health Intelligence Facility; Dr. Paul Braden, Director of Manpower Training and Research Center at Oklahoma State University; and Dr. Wm. D. Frazier, Associate Director of the Vocational Research Coordinating Unit of Oklahoma.

4. Conference on Home Economics Research. Included Dr. Mary Lee Hurt of the Office of Education in Washington, the Home Economics Education Staff of Oklahoma State University, and the Vocational Home Economics Staff.

5. Presentation on Activities of Research Coordinating Unit. Open House for the College of Education at Oklahoma State University was held on Sunday, November 5, 1967, with each department preparing a presentation.

6. Development of questionnaires with Mr. John Hopper, Director of Central Oklahoma Area Vocational-Technical School, and others, for gathering job opportunity and training interest information.

7. Development of procedure for study of "Maturity of High School Licensed Practical Nurse Trainees" with Mrs. Clara Brentlinger, Supervisor of Health Occupations, State Department of Vocational-Technical Education, and her staff. The RCU analyzed data after it was gathered by Health Occupations Staff and teachers.

8. Assisted Data Processing Class, Duncan Area Vocational-Technical School with questionnaire and procedure for doing study of Data Processing Employment Opportunities.

9. Conferences with Bill Powers, Supervisor of Technical Education; Olen Joyner, District Supervisor of Vocational Agriculture; and Arch Alexander, Assistant State Director, on procedures and development of questionnaire for gathering data for preparation of a proposal to H.U.D.

10. Conference on proposal in Health Occupations Education with state staff and U.S.O.E. Regional Office Personnel.

11. Conference with U.S.O.E. Regional Personnel on Oklahoma Research Projects: Dr. Bob Brown, Research Director, College of Education; Dr. Wm. D. Frazier, Associate Director, Research Coordinating Unit; Dr. Bill Stevenson, Director, Research Coordinating Unit; and, Mr. Harry J. Hoerner, Graduate Assistant, Research Coordinating Unit.

12. Conference on research project "Occupational Opportunities in Data Processing," Duncan Area Vocational-Technical School.

13. Meeting of Oklahoma State University Research Committee.

14. Conference on Educational Professions Development Act proposal for Area School Administrators, State Department and teacher education staff.

15. Conference with Tulsa Distributive Education Teachers on formulation of questionnaire for "Readership Study of Tulsa Newspapers."

16. Conference with representatives of State Department of Vocational-Technical Education, Welfare Department, Rehabilitation Department, Bureau of Indian Affairs, and State Department of Education on proposal for Residential Vocational School.

17. Conference on implications of Educational Professional Development Act for vocational education with State Department and University personnel.

18. Conference with Lawton Public School personnel on articulation of education conference.

19. Conference to Develop Objectives and Model for a Continuous Exploratory Program Related to the World of Work from Junior High through Senior High, West Georgia College, Carrollton, Georgia.

20. Conference on Research Program - Tulsa University
Dr. Paschal Twyman, President
Dr. Gaylen Wallace, Research

21. Conference on Research in Health Occupations Education
Mrs. Clara Brentlinger, State Supervisor
Joe Ables, Northeastern State College
Bill Sands, U.S. Office of Education, Regional

22. Conferences with Dr. Harry Brobst and others on development of proposal for Institute on Vocational Guidance.

23. Conference with Duncan Industrial Committee on local training needs and potential.

24. Conference on Exemplary Program at Lawton Schools.
Hugh Bish, Superintendent
Milton Worley, Vocational-Technical Director
Marvin Bicket, Vocational Agriculture Instructor

Conference with State Department Personnel on above proposal.
Byrle Killian
Ralph Dreessen
John Jones

25. Conference with Andy Anderson, Director, Jane Brooks School for Deaf, on Proposal for Training of Deaf Adults with Ron Meek, State Department of Vocational-Technical Education.

26. Assist Dr. Bob Griffith with Proposal for Small Grant.

27. Assist Dr. Harry Brobst with Institute Proposal on Vocational Guidance and Counseling.

28. Conference with D.V.T.E. and DCVER on National Conference on Research.

29. Conference of Vocational-Technical Teacher Educators and State Department staff to discuss summer institute proposals.

30. Oklahoma RCU will submit proposal in Vocational Guidance and Counseling Institute with S.R.C.C. Multiple Institute Proposal.

31. Oklahoma RCU will submit proposal for institute on Innovations with Western States Small School Project Multiple Institute Proposal.

32. Presentation to Industrial Arts Teacher Educators on Research in Occupational Education.

33. Conferences with Lucille Patton, Byrle Killian, Ted Best, Martha Frizzell to prepare proposal for institute, "The Role of Youth Organizations in Vocational Education."

34. Assist Tulsa Distributive Education Students with research related to Tulsa Newspapers.
Development of instrument
Presentation on How to Interview

35. Discussion of Use of Discretionary Fund with State Department for Vocational and Technical Education staff.

36. Meeting with Home Economics Supervisory staff to discuss research needs.

37. Conference with Lawton High School Administration and Teachers on Proposal for Exemplary Program.

38. Conferences with Dean, Assistant Dean, Graduate College, OSU, on E.P.D.A. Proposal.

39. Conferences with State Department personnel on E.P.D.A. Proposal.

40. Conferences with State Health Education Supervisors on Proposal.

41. Conferences with Byng School staff on Exemplary Program Proposal.

II. Conferences with Individuals to Stimulate Research

1. University Staff Members: 74
2. State Department Vocational-Technical Education: 31
3. School Administrators and Teachers: 27
4. Graduate Students: 99
5. Business and Industry: 12

III. Proposals Submitted for Funding

1. Summer Institute to Train Data Processing Teachers for the New Oklahoma State-wide Computer Science System and for Other States--Phase II - Bill Powers, John Talbott, State Department of Vocational-Technical Education. This proposal was approved and the institute has been completed. A final report is now being prepared.

2. A Study of Technical-Vocational Education Beyond the High School in Oklahoma. Submitted to the Oklahoma Economic Development Foundation - Dr. Maurice Roney, Dr. Paul Braden, Oklahoma State University. This proposal was approved and the study has been completed. A report entitled "Occupational Education Beyond the High School in Oklahoma" has been distributed.

3. "The Effects of On-the-Job Counseling on Employers' Rating and Job Satisfaction of Persons Trained in Selected Oklahoma Classes During 1967-68." Harry J. Hoerner, Graduate Assistant, Agricultural Education Department, Oklahoma State University. This proposal was approved for a small grants project. The research has been completed and the final report disseminated.

4. "Personal and Situational Variables Associated with Innovative Vocational Agriculture Teachers Charged with the Responsibility for Adopting Curricula in Agricultural Occupations." David L. Williams, Research Assistant, Research Coordinating Unit, Oklahoma State University. This proposal was approved for a small grants project. The research has been completed and the final report disseminated.

5. "An Investigation of Scholastic Aptitude, Social Class Background, and Vocational Interests of Post-High School Technician Education Programs." Donald S. Phillips, Technical Education Department, Oklahoma State University. This proposal was approved for a small grants project. The research has been completed and the final report disseminated.

6. "An Exploratory Analysis of Dual Allegiance Among Selected Vocational Teachers in Oklahoma." Charles H. Kaiser, Graduate Assistant, Sociology Department, Oklahoma State University. This proposal was approved for a small grants project. The research has been completed and the final report disseminated.

7. "A Synthesis of Activities Leading to the Enactment of the Vocational Education Act of 1963," Mary L. Ellis, Graduate Student, Oklahoma State University. This proposal has been approved for a small grants project by the Regional Office, U.S. Office of Education.

8. "Oklahoma Research Coordinating Unit for Vocational Education," Dr. William W. Stevenson. Approved, U.S. Office of Education.

9. "An Institute and Experienced Teacher Fellowship Program in Economic Education for Vocational Teachers from Disadvantaged Rural Areas," William L. Hull, Agricultural Education Department, Oklahoma State University. Preliminary word has been received of the approval of this proposal under the Educational Professions Development Act.

10. "An Interpretive Study of Occupational Analysis Research and Its Application in the Development of Technical-Level Educational Programs," Paul V. Braden, School of Occupational and Adult Education, Oklahoma State University. Not approved.

11. "Development and Evaluation of a Teacher Education Program in Electro-Mechanical Technology," Maurice W. Roney and Paul V. Braden, School of Occupational and Adult Education, Oklahoma State University. Submitted to U.S.O.E. for funding under the Educational Professions Development Act.

12. "Cost Analysis of Two-Year Post-High School Technician Education Programs," Cecil W. Dugger, Technical Education, Oklahoma State University. Submitted to Regional Office of the U.S. Office of Education. Not approved.

13. "A Curriculum Laboratory and Instructional Materials Center for Manpower Development and Training," Hugh Lacy, State Department of Vocational Education. Submitted to U.S. Department of Labor.

14. "Research, Development and Implementation of Area Vocational-Technical Training Centers in the Five Economic Development Districts in Oklahoma," Dr. Francis Tuttle, State Department of Vocational Education. Submitted to Economic Development Administration, U.S. Department of Commerce. Approved.

15. "Vocational Education in the Communication of Concepts Important for Youth Orientation to the World of Work," Mary A. Warren, Home Economics, University of Oklahoma. Submitted to U.S. Department of Health, Education, and Welfare. Not approved.

16. "The Design and Implementation of a State Occupational Training Information System (OTIS) Based on the Needs of Oklahoma," Paul V. Braden. Submitted to U.S. Department of Labor.

17. "A Compendium of Selected Research Studies for the Years 1963-1968 with Implication for Improvement of Instruction in Typewriting." - Dr. B. B. Griffith, Small Grant Proposal.

18. "A National Conference on Research - 1968 Vocational Education Amendments." - Dr. William W. Stevenson

19. "The Role of Youth Organizations in Vocational Education." - Dale Cotton

20. National Inservice Training Multiple Institutes for Vocational and Related Personnel in Rural Areas. (Submitted by North Carolina State University).

21. Rural Area Application of Vocational Education Innovations Resulting from Research and Development Programs. - Lloyd Wiggins (Submitted through Utah State University).

22. Prospectus: Education Professions Development Act. Program Plan for Oklahoma Vocational Education Personnel: E.P.D.A.

23. A Training Program for Vocational-Technical Education Administrators, Oklahoma State University.

24. Internship Programs for Vocational-Technical Administrative Personnel at the State Level, State Department of Vocational and Technical Education.

25. Development and Evaluation of an Experienced Teacher Manpower Coordinator Training Program, Oklahoma State University.

26. Industrial Internship as a Procedure for Training and Retraining Vocational Education Personnel, Southeastern State College.

27. Development and Evaluation of a Teacher Education Program in Electro-Mechanical Technology, Oklahoma State University.

28. A National Leadership Training Program for Vocational-Technical Education, Oklahoma State University EPDA.

29. A Multiple Teacher Vocational Agriculture Department for Lawton Public High Schools, Lawton Public Schools.

30. A High School Cooperative Vocational Education Program for Services in Home Economics and Health, and a Day Care Center, Byng School.

## IV. Research Projects Completed or In Progress

### General

"A Study of the Plans of High School Seniors." Research Coordinating Unit, State Board for Vocational Education, and other State Agencies.
Note: Several spin-off studies from this project are now under way.

"A Three Year Follow-Up Study of Vocational-Technical Education Students." Research Coordinating Unit and State Board of Vocational Education. Annual Enrollment Follow-Up now under way.

"An Exploratory Analysis of Roles and Role Conflicts of Vocational Teachers in Oklahoma." Dr. Solomon Sutker, Sociology; Dr. John Egermeier, Education; Oklahoma State University, U.S.O.E. Project. Completed.

"The Rehabilitation of School Dropouts in Oklahoma City: An Experimental Appraisal." J. Paschal Twyman; Victor O. Hornbostel; John Egermeier; Oklahoma State University, Ford Foundation Project. Completed.

"Program for Training Manpower Researchers." John C. Shearer, Director, Oklahoma State University, Department of Labor Project.

"Disabilities in Oklahoma: Estimates and Projections." Michael Bohleber, Sociology Department at Oklahoma State University. Funded by Vocational Rehabilitation Department. Completed.

"Research, Development and Implementation of Area Vocational-Technical Training Centers in the Five Economic Development Districts in Oklahoma." Dr. Francis Tuttle, State Department of Vocational Education, Economic Development Administration Project.

"A National Conference on Research - 1968 Vocational Education Amendments." - Dr. William W. Stevenson. Funded by U.S.O.E.

"The Design and Implementation of a State Occupational Training Information System (OTIS) Based on the Needs of Oklahoma." - Dr. Paul Braden, State Department, U.S. Department of Labor and Others.

"National Inservice Training Multiple Institutes for Vocational and Related Personnel in Rural Areas. (Submitted by North Carolina State University)

"Short Term Training Program for Vocational Guidance and Placement Personnel Working with Rural Students." - Harry Brobst

"An Analysis and Evaluation of Federal Guidelines and State Plans for Vocational Education." Bob Vandiver, University of Oklahoma. Completed.

"An Analysis of the Personal, Social, and Economic Characteristics of Vocational-Technical School Trainees." Gordon E. Von Stroh, Economics Department, University of Oklahoma. Completed.

"A Comparative Study of Some Effects of Varying Degrees of Vocational Education of High School Graduates." Tim Baker, Vocational Research Coordinating Unit, Oklahoma State University.

"Developing a System for State-Wide Selective Dissemination of Research Information on Vocational-Technical Education." Jimmie Thrash, Research Assistant, Research Coordinating Unit, Oklahoma State University.

Occupational Training Information System. Dr. Paul Braden, School of Occupational and Adult Education, Oklahoma State University; State Department of Vocational-Technical Education, Oklahoma Industrial Development Commission, Department of Labor, U.S. Office of Education.

"Identification of Concepts Important for Youth Orientation to the World of Work." Phase I. Miss Mary Warren, Home Economics Education, University of Oklahoma. U.S.O.E. Project. Completed.

"Generalizations Related to Concepts Important for Youth Orientation to the World of Work." Phase II. Dr. Alice Whatley, Home Economics Department, University of Oklahoma; Oklahoma State Board for Vocational Education. Completed.

"An Exploratory Analysis of Dual Allegiance Among Selected Vocational Teachers in Oklahoma." Charles Kaiser, Sociology Department at Oklahoma State University. Funded by U.S.O.E. Regional Office. Completed.

"A Synthesis of Activities Leading to the Enactment of the Vocational Education Act of 1963." Miss Mary Ellis, College of Education, Oklahoma State University. Funded by U.S.O.E. Regional Office.

National Conference on Research - 1968 Vocational Education Amendments.
"Proceedings - National Conference on Research," April, 1969.
"Research Handbook for Vocational-Technical Education," July, 1969.

Home Economics

"Training Program for Teachers and Leaders of Gainful Employment Training Programs in Home Economics." Dr. June Cozine, Home Economics Department, Oklahoma State University. U.S.O.E. Project. Completed.

"A Pilot Study for Gainful Employment in Home Economics." Dr. June Cozine, Home Economics Department, Oklahoma State University, U.S.O.E. Project. Completed.

"Determining Employment Needs, Educational Feasibilities, and Potential Enrollments in Occupational Home Economics at the Post-Secondary Level in Oklahoma." Dr. Lillie Robinson, Home Economics Department, Oklahoma State University and Research Assistant, Research Coordinating Unit. Completed.

"A System for Evaluation of Gainful Employment Programs in Home Economics with Implications for Teacher Education." Irene Clements, Research Assistant, Research Coordinating Unit, Oklahoma State University.

"An Examination of Applicability of Training in Interaction Analysis for Student Teachers in Home Economics." Joan Baird.

Vocational Agriculture

"Training Institute to Upgrade Teachers of Vocational Agriculture in Distributive Education and Supervised Training in Off-Farm Agriculture Occupations." Dr. William Hull, Agriculture Education Department, Oklahoma State University. U.S.O.E. Project. Completed.

"A Study of Employment Opportunities and Training Needs in Off-Farm Agricultural Occupations." Dr. William Stevenson, Director, Vocational Research Coordinating Unit; State Board for Vocational Education; and Oklahoma State University. Completed.

"An Examination of the Cooperative Attitudes Between Vocational Agriculture Instructors and County Agents in Planning and Conducting Instructional Programs in Oklahoma." Wendell L. Smith and William L. Hull, Agricultural Education Department, Oklahoma State University. Completed.

"Problems of Implementing Agricultural Occupations Programs in Twenty Eight Selected Vocational Agricultural Departments." Cleo A. Dupy and William L. Hull, Agricultural Education Department, Oklahoma State University. Completed.

"Job Title Profiles in Off-Farm Agricultural Occupations." Dr. William Stevenson, Director, Research Coordinating Unit. Completed.

"Personal and Situational Variables Associated with Innovative Vocational Agriculture Teachers Charged with the Responsibility for Adopting Curricula in Agriculture Occupations." David Williams, Research Assistant, Research Coordinating Unit. Funded by U.S.O.E. Regional Office. Completed.

"A Study of Attitudinal Changes of Student Teachers in Agricultural Education." Lloyd L. Wiggins, Department of Agricultural Education, Oklahoma State University. Completed.

<u>M.D.T.A.</u>

"The Effects of On-the-Job Counseling on Employers Rating and Job Satisfaction of Persons Trained in Selected Oklahoma M.D.T.A. Classes During 1967-68." Harry J. Hoerner, Agricultural Education Department, Oklahoma State University. Funded by U.S.O.E. Regional Office. Completed.

<u>Technical Education</u>

"An Investigation of Scholastic Aptitude, Social Class Background, and Vocational Interests of Post-High School Technical Education Programs." Donald S. Phillips, Technical Education, Oklahoma State University. Funded by U.S.O.E. Regional Office. Completed.

"A Study of Technical-Vocational Education Beyond the High School in Oklahoma." Dr. Maurice Roney, Head, School of Occupational and Adult Education, Oklahoma State University; Dr. Paul V. Braden, School of Occupational and Adult Education, Oklahoma State University. Completed.

"Summer Institute to Train Data Processing Teachers for the New Oklahoma State-Wide Computer." Lee Hardwick, Dr. Francis Tuttle, Bill Powers, State Board of Vocational Education. U.S.O.E. Project. Completed.

"A Research and Development Project in an Emerging Occupational Field--Electro-mechanical Technology." Dr. Maurice Roney, Department of Technical Education, Oklahoma State University. U.S.O.E. Project.

"An Examination of the Relationship of Selected Variables to Interstate Geographic Mobility of Technician Graduates of the Associate Degree Programs in Oklahoma." Wilfred M. Bates, Research Coordinating Unit, Oklahoma State University. Completed.

"Cost Analysis of Two-Year Post-High School Technician Education Program." Cecil Dugger, Department of Technical Education, Oklahoma State University. Completed.

"Review and Synthesis of Research in Technical Education in Oklahoma." David Anderson, Research Assistant, Research Coordinating Unit, Oklahoma State University.

"Development and Evaluation of a Teacher Education Program in Electro Mechanical Technology," E.D.P.A. Project - Dr. Paul Braden

"Technical Education Research in Oklahoma." David Anderson, Research Assistant, Research Coordinating Unit, Oklahoma State University.

Health Occupations

"An Investigation of Reading Skills, General Mental Ability and Personality Variables Used in the Selection of Practical Nursing Students." Albert Grant McCormic, Oklahoma State University. Completed.

"A Comparative Follow-up Study of Graduates of Two Licensed Practical Nurse Programs in the Oklahoma City Metropolitan Area," State Division of Health Occupations Education and Research Coordinating Unit. Completed.

Business and Office Education

"An Experiment in Varying the Timing of Reinforcements by Knowledge of Correct Response in Teaching of Selected Related Learnings in Transcription Classes." Arnola Bose, College of Business, Oklahoma State University. Completed.

Area Vocational-Technical Schools

"The Effect of Student Motivation and Institutional Selection Process on Area Technical School Student Achievement." Marsena Norris, Department of Agricultural Education, Oklahoma State University. Completed.

"A Master Plan for the Development of Area Vocational-Technical School Districts in Oklahoma." Charles Hopkins, Research Assistant, Research Coordinating Unit, Oklahoma State University.

"State-wide System of Area Vocational-Technical Training Centers for Oklahoma," - Charles Hopkins

Students With Special Needs

"An Evaluation of Institutional Vocational Training Received by American Indians through the Muskogee Area Office of the Bureau of Indian Affairs." Paul R. Blume, Economics Department, Oklahoma State University. U.S. Department of Labor Project. Completed.

"A Comparative Analysis of the Impact of Various Types of Curricula on the Vocational Success of School Dropouts." Gerald E. Boggs, Education Department, Oklahoma State University.

## ACTIVITIES IN THE CONDUCT OF RESEARCH

1. Study of the Plans of High School Seniors

The Oklahoma RCU in cooperation with a number of state agencies (Oklahoma State Tech; Oklahoma Association of School Administrators; Board of Regents for Higher Education; Oklahoma Employment Security; State Department of Education, Dropout Division and Guidance and Counseling; State Department of Vocational Education; Research Coordinating Unit; Vocational Rehabilitation; Oklahoma Commission on Educational Administration) conducted a state-wide study of the immediate and long-time plans of the approximately 40,000 high school seniors in Oklahoma. The questionnaire, developed by the agencies involved, was administered by the local high school to all senior students. Answers were recorded on a standard answer sheet which will transmit answers to an optical scanner for card punching. Usable returns were received from 29,798 (86%) of Oklahoma's 1967 Senior class. The RCU analyzed the data and disseminated the findings to those involved in education in the state. Many high schools in the state have been furnished with an analysis of their particular senior classes.

A number of research projects using this base data are now underway.

2. Follow-Up Study of Vocational Students

The Oklahoma RCU in cooperation with the State Department of Vocational Education has conducted a pilot follow-up study of vocational graduates and leavers for the years 1963-67. Each vocational teacher was given responsibility for recording the information regarding graduates and leavers of his vocational department on visual scanner sheets for automatic card punching. The computer was used to analyze and store information for this study which will be continuous. A committee of vocational education supervisors assisted the RCU in developing materials for the study. The questionnaire was pretested with vocational teachers in Stillwater school and the Tulsa Area Vocational-Technical Center.

After the initial study instruments and procedures were revised to effect a continuous enrollment and follow-up system for all vocational students. This system will gather data needed by the State Department of Vocational-Technical Education for reports and supply placement information to assist in decision making.

3. Study of Selected Oklahoma Businesses for Program and Curricula Implications.

The Officers, Boards of Directors and Executive Secretaries of associations of a number of Oklahoma businesses are being contacted to arrange for meetings with the Research Coordinating Unit Director and State Department Vocational Supervisors. These representatives of the businesses will be asked to estimate present and future needs in number of employees and to indicate tasks performed at different levels of the business. Information obtained will be used in planning future programs and in developing curricula.

4. Vocational Training for Disadvantaged Youth:

Data is being gathered to determine numbers of school age youth having economic, educational or physical handicaps. A study sponsored by the Vocational Rehabilitation Department through the Research Coordinating Unit is completed and furnishes data on the number and type of physically handicapped people in Oklahoma. Determination of the numbers and types of other disadvantages among our school age population is now being made by a questionnaire developed by the RCU and Assistant Director of Vocational-Technical Education.

5. Selection of School Site for Area Vocational-Technical Schools

The RCU has, at the request of area school districts and the State Department of Vocational-Technical Education, conducted in-depth studies to assist in selection of the school site within an area Vocational-Technical school district. Studies have been completed and reports made to:

Gordon Cooper Area Vocational-Technical School
Central Oklahoma Area Vocational-Technical School
Kiamichi Area Vocational-Technical School
Canadian Valley Area Vocational-Technical School
McLain--Cleveland--Garvin County Area Vocational-Technical School
Canadian Valley Satellite - Chickasha
North Eastern Oklahoma Area Vocational-Technical School

A computer process using linear programming has now been developed which will effectively consider all site selection criteria for a more rapid and comprehensive site determination. It is anticipated that other districts will request this service.

6. Evaluation of Local School Programs of Vocational Education

Personnel of the RCU in conjunction with State Department Supervisors have developed procedures and reports on the evaluation of the Vocational Education programs of local schools. At the request of the local administration, evaluation teams including RCU

Personnel have visited the following schools to assist in evaluation and planning for more effective Vocational education in the community.

Miami High School
Fox High School
Idabel High School
Broken Bow High School
Valliant High School
Wright City High School

7. A Master Plan for Determination of Area Vocational-Technical School Districts and Site Locations.

   Linear programming was used to look at alternative district boundaries. The programming model selected the area school districts that indicate the least amount of student miles traveled using the specified criterion necessary for forming an Area Vocational-Technical School district. Upon implementation of this plan, a state-wide system of Area Vocational-Technical Schools will be accessible to every student in the state who wishes to attend.

8. Study of Maturity of High School Licensed Practical Nurse Trainees.

   RCU personnel, in conjunction with state staff from the Health Occupations Training Division developed a study for the purpose of evaluating the effectiveness of the Midwest City High School Licensed Practical Nurse program. The Midwest City program is to some extent an experimental program since it is the only program for high school seniors in Oklahoma. Graduates of the program were compared with an adult program which was known to be an effective LPN Program. Instruments were used to elicit job information and recommendations concerning the LPN program and employers' ratings of the graduates' vocational success.

9. Survey of Vocational-Technical teachers to determine the number of Special Needs Students in classes. Development of questionnaire and analysis of data with Mr. Byrle Killian, Assistant State Supervisor.

10. The Lawton Central Junior High School is using a modified version of Model 1A, "A Full Year Exploratory Course in Vocations," developed at the National Vocational Seminar held at West Georgia College, Carrollton, Georgia during August of 1968. Evaluation of the program is following guides set out by the model.

    Personnel from the High Schools and Central Office in Lawton are presently exploring the feasibility of adopting a model for job placement in the public school system.

ACTIVITIES TO DISSEMINATE VOCATIONAL-TECHNICAL RESEARCH FINDINGS

1. Newsletter.

   VEIN (Vocational Education Information Newsletter) is being distributed bimonthly during the school year by the Unit. The circulation of VEIN is to approximately 1,575 Oklahoma Vocational Teachers, Research Coordinating Units and Researchers. Feedback has indicated that the Newsletter is widely read and is an effective dissemination instrument.

2. R.C.U./S.D.I.

   The Oklahoma RCU is cooperating with the Tennessee and other states RCUs in the Selective Dissemination of Information project (RCU/SDI). Abstracts of research reports are sent to all Vocational-Technical personnel in the state on a selective basis (by area of interest and level of responsibility). Any teacher or worker can request Microfiche copies of any report.

   Twenty Area Vocational-Technical schools and larger high schools have purchased Microfiche Readers and agreed to act as information centers for the RCU. A slide presentation prepared by the RCU will explain the system to all Vocational-Technical personnel.

The Oklahoma RCU is attempting to assist vocational education personnel in the following ways: (1) bimonthly RCU/SDI Flyer abstracting research reports by area of interest, (2) searching the ERIC system for materials relating to a specific question, (3) summarizing and synthesizing research by area of interest.

To date the following results can be reported:

1,215 research reports on microfiche have been delivered to users.

1,550 pages of hard copy of research reports have been produced and distributed to users.

Service has been provided to 74 different individuals.

One summary report has been published and distributed. "Technical Education Research in Oklahoma." - David Anderson

3. Oklahoma State University Vocational-Technical Education Council.

Representatives of Vocational-Technical Teacher Education, Vocational Research Coordinating Unit, Oklahoma State University Tech Institute on campus and at Oklahoma City, and Oklahoma State University Tech at Okmulgee, have organized a Council to represent Vocational Education within the university. The objectives of the Council are:

1. To identify and define the role of Oklahoma State University in the field of vocational and technical education.

2. To provide a forum for exchange of ideas among the vocational-technical services.

3. To contribute to the development of a dictionary of terms for vocational and technical education.

4. To identify common research problems and to disseminate research findings.

5. This Council is now preparing a proposal to E.P.D.A. Section 552 for National Leadership Training Program.

4. Meeting of the State Department of Vocational Education and Oklahoma State University.

Through the efforts of Dean Lela O'Toole, College of Home Economics, a meeting has been held to promote cooperation between the State Department of Vocational Education and Oklahoma State University. A Position Paper on the Role of Vocational-Technical Education in the University was presented by Dr. William Stevenson, Director, Research Coordinating Unit. Representatives of all the divisions of Vocational Education and the administration and Vocational-Technical Education Department of the University met to create better understanding and to explore methods of greater cooperation. Appearing on the program were:

Dr. Francis Tuttle, incoming State Director for Vocational Education
Dr. Robert Kamm, President, Oklahoma State University
Mr. Byrle Killian, Assistant State Director
Dr. William Stevenson, Director, Vocational Research Coordinating Unit and Chairman of the Oklahoma State University Vocational-Technical Education Council
Dr. Lela O'Toole, Dean, College of Home Economics, and Member of the National Vocational Council

5. State Meetings.

The Oklahoma Research Coordinating Unit has been represented at the following state meetings.

1. Oklahoma Adult Education Association
2. Workshop on Generalization of Concepts--Important for Youth Orientation to the World of Work

3. Home Economics State Advisory Committee
4. State Future Farmers of America Convention
5. Collegiate Future Farmers of America Banquet
6. Oklahoma State University Council-Technical Education
7. Oklahoma Grain Dealers Meeting
8. Oklahoma State University Vocational-Technical Education Meeting
9. Oklahoma Education Research Clinic, Regional U.S. Office Meeting
10. Oklahoma Vocational Business Teachers Conference. Report on Research in Vocational Education.
11. Oklahoma Vocational Agriculture Teachers Conference. In Cooperation with the State Department of Vocational Education, the Research Coordinating Unit distributed some 600 revised lesson plan sheets to each of the 400 Vocational Agriculture teachers in the state.
12. Institute for Training of Data Processing Teachers. This institute funded through the Bureau of Research, U.S. Office of Education, provided a second summer's training for teachers in Oklahoma's state-wide data processing system.
13. Counselor's Workshop. This two-weeks workshop developed occupational information teaching guides for classes K through 12.
14. Monthly Department Heads and Directors' meetings of the College of Education.
15. Oklahoma Vocational Home Economics Teachers Conference.
16. Oklahoma Trade and Industrial Education Workshop. Report on Research in Vocational Education.
    Meetings with Welder and Electronics Sections on visual aids.
17. Oklahoma Distributive Education Teachers Conference. Report on Research in Vocational Education.
18. Conference on Report of Role Study with the Principal Investigator and State Department of Vocational Education personnel.
19. Report to Oklahoma Public School Research Council. Resume of Research Coordinating Unit services available and Research Coordinating Unit research of particular interest to public school superintendents.
20. Report on Three-Year Follow-up Study. State Department of Vocational-Technical Education Staff Meeting.
21. Report on Follow-up Study. Reported on the Distributive Education results at the Oklahoma Vocational Association Meeting.
22. Report on Training Program Plans. Grain Elevator Managers Conference. Plans are being developed for a training program in Enid at the Autry Vocational-Technical Center.
23. Conference on Curriculum in Horticulture. Representatives included: M. J. Ruley, Director, Vocational-Technical School at Tulsa; Estell Smith, Horticulture Instructor, Tulsa Area Vocational-Technical School.
24. Four-State Conference at Pittsburg, Kansas. Dr. Wm. D. Frazier presented a paper on curriculum materials in Vocational Education.

25. Dr. John C. Egermeier, Associate Director of the Research Foundation, reported to State Vocational-Technical Staff on the recently completed study entitled "An Exploratory Analysis of Role Conflicts of Vocational Teachers in Oklahoma."
26. Mr. Dale Cotton, Public Information Officer for the State Department of Vocational-Technical Education, sent news stories on Follow-up (1963-66) to all state newspapers.
27. Report to Gordon Cooper Area School Board on results of study of school site location.
28. Report to the Central Oklahoma Area School Board on results of study of school site location.
29. Meetings with Oklahoma Consortium of Colleges and Universities
    Report of E.R.I.C. System
    Report on Oklahoma Dissemination System
    Report on Research in Vocational-Technical Education
30. Tulsa Vocational-Technical Teachers' Workshop Report on Services of Oklahoma RCU.
31. Health Occupations Teachers' Summer Conference
32. Business and Office Teachers' Workshop
    Report on Research in Vocational Education
33. Report to Oklahoma Grain Dealers Association on "A Study of Grain Elevator Businesses in Oklahoma."
34. Report to Home Economics Student Teachers on research in vocational education and home economics education.
35. Presentation on ERIC to Oklahoma Consortium of Colleges and Universities and Review of RCU Dissemination system.
36. Presentation on RCU Dissemination System to Area School Directors
37. Discussion of M.D.T.A. Research
    Report with M.D.T.A. Staff
38. Presentation on ERIC and RCU Dissemination to Research Workshop, Connors State College
39. Report to Vocational-Technical Teachers Small Group Meetings on RCU/SDI Program.
    This dissemination system was demonstrated to all vocational teachers in 13 reports to small groups during Vocational-Technical Teachers Summer Conference.
40. Report on Research to Business and Office Education Teachers Workshop
41. Oklahoma selected as one of the pilot states for development of a State Information System - sponsored by the Center for Vocational and Technical Education, Ohio State University.
42. Serving on committee of State Superintendent of Schools for development of State Education Information System.
43. Report on RCU/SDI to Business and Office and D.E. undergraduate classes.

6. Group Conferences.

The Research Coordinating Unit has been involved in the following conferences to represent Vocational Research:

1. Agriculture Education Staff, Oklahoma State University
2. Research Information Exchange Committee, Oklahoma State University

3. Vocational Guidance Summer Workshop Planning, State Department of Education
4. Department Heads and Directors, College of Education, Oklahoma State University
5. M.D.T.A. Supervisors
6. Vocational Agriculture Supervisors
7. Home Economics Supervisors
8. Northwest Oklahoma School Superintendents, Title III Proposal
9. Vocational Education Supervisors
10. Technical Education Supervisors
11. Distributive Education and Business Staff, Oklahoma State University
12. Graduate Students, Small Grants Proposals
13. Speaker of Southern Oklahoma District OVA meeting. "Selective Dissemination of Information for Vocational Education."
14. Staff of the Oklahoma Research Coordinating Unit in connection with National Conference on Research presented report on research to U.S. Office of Education Regional Clinics.
    Providence, Rhode Island - April 7-11, 1969
    Philadelphia, Pennsylvania - April 7-11, 1969
    Richmond, Virginia - April 7-11, 1969
    Atlanta, Georgia - April 14-18, 1969
    Chicago, Illinois - April 14-18, 1969
    Kansas City, Missouri - April 14-18, 1969
    Oklahoma City, Oklahoma - April 21-25, 1969
    Denver, Colorado - April 21-25, 1969
    Sacramento, California - April 21-25, 1969
15. Speaker of Eastern Oklahoma A&M on "Selective Dissemination of Information for Vocational Education."
16. Dr. William Hull represented Oklahoma RCU at TERC Conference with report on Research.

7. Publications.

1. "An Examination of the Relationship of Selected Variables to Interstate Geographic Mobility of Technician Graduates of the Associate Degree Programs in Oklahoma," Wilfred M. Bates.
2. "Personal and Social Background Characteristics of Entering Technician Education Students at Four Post-High School Institutions," Donald S. Phillips.
3. "A Cost-Benefit Study of Post-High School Technical Education in Oklahoma," Robert Lee Dupree.
4. "The Development of Post-High School Technical-Vocational Education in Oklahoma," Robert Vernon Freed.
5. "The Adaptation of PERT for Coordinating Interdisciplinary Manpower Research in a University Setting--A Descriptive Study," David Allen Anderson.
6. "A Study of Attitudinal Changes of Student Teachers in Agricultural Education," Lloyd L. Wiggins.
7. "Determining Employment Needs, Educational Feasibilities, and Potential Enrollments in Occupational Home Economics at the Post-Secondary Level in Oklahoma," Lillie McCray Robinson.

8. "An Empirical Analysis of Role Conflict and Multiple Allegiance Among Selected Vocational Teachers in Oklahoma," Charles H. Kaiser.
9. "Variables Influencing Teacher Adoption of Cooperative Agricultural Occupations Curricula," David Lewis Williams.
10. "A Socio-Economic Study of Vocational-Technical Education Students," Gordon Von Stroh.
11. "Machinery Costs on 20 Irrigated Farms in Harmon County," Bill B. Corning.
12. "The Effect of On-The-Job Counseling on Employers' Rating and Job Satisfaction of Persons Trained in Selected Oklahoma MDTA Classes during 1967-68," Harry J. Hoerner.
13. Report on Southern Research Conference on Agricultural Education, "Change in Agricultural Education," William W. Stevenson and William L. Hull.
14. "Expectation of Oklahoma Firms Concerning Occupational Curricula for State Junior Colleges," Theodore H. Voth.
15. "The Research Requirements of United States Graduate Programs Offering a Master's Degree in Agricultural Education During 1966-67," Richard Edsall and Robert Price.
16. "Youth Orientation to Employment: Concepts and Generalizations," Alice Elrod Whatley.
17. "Proceedings - National Conference on Research," Edited by William D. Frazier, William W. Stevenson, and William L. Hull.
18. "Research Handbook for Vocational-Technical Education," William L. Hull, William D. Frazier, and William W. Stevenson.

8. Future Dissemination Activities

Continue Selective Dissemination of Information System

Ohio State Center Ad Hoc Committee on Dissemination

As a member of the Ohio State Center's Ad Hoc Committee on Dissemination, the Director has been involved in the development of the "Guidelines" and the "Operational Handbook" on dissemination procedures. It is anticipated that the system devised by the committee will be implemented in Oklahoma as soon as practical.

Pilot States for Development of State Information System

Oklahoma is now cooperating with The Center for Vocational and Technical Education at Ohio State University and other states in testing procedures for the establishment of State Information Systems for vocational-technical education.

## UNIT ACTIVITIES IN THE TRAINING OF RESEARCHERS

1. Research Assistants and Small Grants Principle Investigators.

One of the needs first recognized by the RCU staff was for the training of additional researchers in vocational education. It was decided that the most effective way to train researchers was to give students with promise the opportunity to engage in a research project along with graduate study. Graduate Research Assistants were engaged to work for the Unit half time while pursuing a doctoral degree in some area of vocational education or educational administration. These people were assisted with problem identification, instrument development, data gathering, data analysis, and dissemination methods suited to their interests. Frequent conferences with vocational education supervisory personnel, vocational teachers, vocational teacher educators, University staff, and resource persons were arranged.

Other graduate students were encouraged and assisted with the preparation of proposals for small grants funds to carry out research projects. Of six proposals in vocational-technical education submitted, five were funded by the Dallas Regional Office.

The following individuals have received these kinds of in-depth research experiences:

RCU Research Assistants
- David Williams, Agricultural Education, Ed.D. degree.
- Harry Hoerner, Agricultural Education, Ed.D. degree.
- Lillie Robinson, Home Economics Education, Ed.D. degree.
- Wilfred Bates, Technical Education, Ed.D. degree.
- Tim Baker, Trade & Industrial Education, working toward Specialist Degree.
- Lloyd Wiggins, Agricultural Education, Ed.D. degree.
- Jimmie Thrash, Distributive Education, Candidate for Ed.D. degree.
- Irene Clements, Home Economics Education, Candidate for Ed.D. degree.
- David Anderson, Technical Education, Candidate for Ed.D. degree.
- Charles Hopkins, Agricultural Education, CAndidate for Ed.D. degree.
- Harry Nowka, Business Education, Candidate for Ed.D. degree.
- Ed Apple, Trade & Industrial Education, Candidate for Ed.D. degree.

Small Grants Principle Investigators
Don Phillips, Technical Education, Ed.D. degree.
Charles Kaiser, Sociology, Ed.D. degree.
David Williams, Agricultural Education, Ed.D. degree.
Harry Hoerner, Agricultural Education, Ed.D. degree.
Mary Ellis, Vocational Education, Ed.D. degree.

The visit of Dr. Harold Haswell, Research Director of the Regional Office of the U.S. Office of Education, afforded the Unit an opportunity to arrange a number of meetings and conferences. The following individuals discussed their research projects and activities with Dr. Haswell:

Donald S. Phillips, Technical Education
Harry J. Hoerner, Agricultural Education
David L. Williams, Research Coordinating Unit
Charles Kaiser, Sociology
Lillie Robinson, Research Assistant, RCU
Lloyd Wiggins, Research Assistant, RCU
Wilfred Bates, Research Assistant, RCU
Harry Nowka, Research Assistant, RCU

Meetings with Dr. Haswell were arranged through the Unit for the following staff members:

Dr. William L. Hull, Agricultural Education
Dr. John C. Egermeier, Research Foundation
Dr. Marvin T. Edmison, Research Foundation
Dr. Robert Alciatore, College of Education
Dr. Robert Griffith, College of Business

2. Two discretionary award activities described on page 41 of this report were efforts in research training. The proposal writing workshops served over sixty public school educators. Heavy emphasis was placed on designing programs and projects which could be evaluated in an experimental situation. A "problem-solving" approach was urged for every proposal.

   The mini-grants to 28 vocational teachers and administrators is also a training technique. The grants are being supervised by staff of the RCU so that each award winner is learning as he works on his project.

## OTHER ACTIVITIES

I. National and Regional Meetings and Conferences

1. Southern Agricultural Education Research Conference, Stillwater, Oklahoma.

   Bill Stevenson, RCU Director and William Hull, Agricultural Education Department, OSU were co-directors of this research conference built around the title of "Research in Understanding and Implementing Change in Vocational Agriculture." A Report of the Conference, "Change in Agricultural Education," has been distributed by the Unit.

2. Southwide Research Coordinating Council.

   Sponsored by the Center for Research in Vocational Education, North Carolina State University, this Council brings together occupational researchers from various agencies in the Southern states. These meetings are held semi-annually.

3. Research Conference, Wyoming State University, Laramie, Wyoming.

   Oklahoma RCU Director served as consultant for the vocational Research Conference sponsored by Wyoming State University.

4. Region VII Vocational Education Conference, Houston, Texas.

5. Conference on Education and Training of Racial Minorities, Wisconsin Center, Madison, Wisconsin.

6. Meeting on Regional Research, Regional Office personnel and OSU Researchers.

7. Four-States RCU Directors Conference (Oklahoma, Arkansas, Missouri, and Kansas), Mid-continent Research Educational Laboratory, Kansas City, Kansas.

8. National RCU Directors Annual Meeting, East Lansing, Michigan.
   National RCU Directors Annual Meeting, Salt Lake City, Utah.

9. Western States RCU Directors Annual Meeting, Las Vegas, Nevada.
   Western States RCU Directors Annual Meeting, Phoenix, Arizona.
   Western States RCU Directors Annual Meeting, Seattle, Washington.

10. National Manpower Conference "The Rural to Urban Shift"
    Sponsored by Senator Fred Harris and Oklahoma State University.

11. Exploratory meeting on Educational Professions Development Act, Dallas, Texas.

12. Research Management Conference, Ohio State University.

13. American Education Research Association Meeting, New York City.

    American Educational Research Association Meeting, Chicago, Illinois.

    A.E.R.A. Pre-session "Multivariate Design and Analysis in Educational Research," Evanston, Illinois.

14. National Curriculum Clinic, Kansas City, Missouri.

15. American Vocational Association Convention, Denver, Colorado.
    American Vocational Association Convention, Cleveland, Ohio.
    American Vocational Association Convention, Dallas, Texas.
    Presentation to A.V.A. Presession on Ad Hoc Committee's Manual on Dissemination.
    Presided at RCU-AVA Breakfast.
    Chairman of Research presentation - AVA meeting.
    Attend AVA Presessions - One RCU staff member or research assistant attended each of the five presessions.

16. Conference to Develop Objectives and Models for a Continuous Exploratory Program Related to the World of Work from Junior High through Senior High, West Georgia College, Carrollton, Georgia.

17. Work on Ad Hoc Committee to revise Research, Measurement and Statistics offerings in College of Education, OSU.

18. School of Occupational and Adult Education monthly luncheon.

19. Meeting of Planning Committee for National RCU Directors' Conference.

20. Meeting of Governor's Committee on Air Education.

21. Proposed, planned and conducted a National Conference on Research--held in Oklahoma City, February 18-20, with 116 participants from 36 states. The purpose of the conference was to determine the increasing role of research in the development of local and state vocational-technical education; programs; and to determine the direction of research with selected state and local educators, business, labor and community leaders who are vitally concerned with comprehensive programs of vocational and technical education.

    Seven major papers were presented by leading vocational educators and researchers. Numerous small and large group discussions relating to the 1968 Amendments and the

presentations resulted in a number of specific suggestions which were used to develop a handbook in vocational and technical education research for state and local utilization.

22. Vocational-Technical staff monthly meetings.

23. Conference of Southwide Research Coordinating Council on Multiple Institute Proposal.

24. Conducted Presession with consultants on National Conference on Research, Washington, D.C.

25. Ad Hoc Advisory Committee on Research, Washington, D.C.

26. AERA Presession, Los Angeles.

27. Attended AERA Annual Meeting, Los Angeles.

28. Presentation to Joint State Education Department Bureau of Research Conference on "Prospectives and Issues on State Department of Education's Research and Development Function." Dr. Stevenson will act as Advisor to this Committee to study Coordination of Research and Development in State Departments of Education.

29. Visited Vocational Programs in two Los Angeles High Schools while in city for AERA Presession.

30. Home Economics teachers Mid-Winter Conference.

31. Center for Research in Vocational and Technical Education, Ohio State University, Advisory Committee Meeting.

II. State Meetings and Conferences

1. Monthly meetings of Staff of the State Department of Vocational-Technical Education.

2. Monthly meeting of the Department Heads and Directors of the College of Education, Oklahoma State University.

3. Annual Vocational-Technical Teachers Summer Conference.

4. OSU Research Information Exchange Committee meeting on call.

5. Annual Meeting Oklahoma Vocational Association.

6. Multi-Purpose Training Center, University of Oklahoma.

7. Participated in each vocational division's teachers workshops with reports on research in vocational education.

8. Visits to approximately 200 schools to visit with vocational teachers and administrators.

9. Participate in guidance workshops on vocational counseling.

III. Special Activities

1. Field Reader for U.S. Office of Education, Bureau of Research.

2. Governor's Air Education Committee.

3. President, National RCU Directors Association.

4. Member, Ad Hoc Committee on Dissemination, Center, Ohio State University.

5. Member, Ad Hoc Research Advisory Committee, Bureau of Research.

6. Member, OSU Doctoral Committees.
   Stevenson: 15 Doctoral Candidates
   Frazier: 21 Doctoral Candidates

7. Member, Ad Hoc Committee for Research and Statistics Curriculum Development.

8. Secretary, Oklahoma State University Chapter of Phi Delta Kappa.
   President, Oklahoma State University Chapter of Phi Delta Kappa.
   Faculty Sponsor, Oklahoma State University Chapter of Phi Delta Kappa.

9. National Advisory Committee, Center for Research in Vocational and Technical Education, Ohio State University.

IV. Other Activities

1. Attend University Faculty Meetings
2. Attend College of Education Faculty Meetings
3. Attend Monthly Vocational-Technical Staff Meetings
4. Attend Monthly Meetings of Occupational and Adult Education
5. Conduct RCU Staff Meetings
6. Talk to Duncan Lions Club on Research in Vocational Education
7. Taught Vocational Education classes on Research in Vocational Education
8. College of Education Department Heads and Directors' Meetings
9. Talk to LeFlore County Agriculture Council on Research in Agriculture Occupations
10. Work on Ad Hoc Committee to revise Research, Measurement and Statistics offerings in College of Education, Oklahoma State University

11. Talk to public school research consortium, East Central State College, Ada, Oklahoma, "Innovative Practices in Vocational Education"

12. Presentation to Private Schools Association on Research in Occupational Education

13. Oklahoma Vocational Association meeting, Oklahoma City

14. Attend Guidance Workshop - Duncan Area Vocational-Technical School

15. National Conference on Evaluation, Atlantic City

16. Assist with development of Oklahoma State Plan for Vocational-Technical Education

17. Meetings of National RCU Planning Committee

18. RCU Planning Conference, Western Hills Lodge - Staff and Vocational-Technical personnel

19. Meetings with Ad Hoc Committee on Research, OSU Department of Education

20. Meeting of Southwide Research Coordinating Council in Houston, Texas - Theme of meeting, Manpower Research.

21. Meeting of Governor's Air Education Committee.

22. Meetings of Staff of School of Occupational and Adult Education, OSU

23. Monthly meetings of College of Education Department Heads and Directors

24. Speaker at Southern Research Conference on Agricultural Education, Baton Rouge, Louisiana, "The Function of the RCU--Relationship to Teacher Education Institutions, State Departments of Education and Local School Systems"

25. Review panel for proposals submitted to Dallas Regional Office, U.S. Office of Education.

26. Attended Guidance Clinic at Okmulgee State Tech

27. Meeting with Dr. Jack Michie, National Advisory Council

28. Meeting of National RCU Planning Committee, Washington, D.C.

29. Annual Oklahoma Vocational-Technical Teachers' Summer Conference

30. Small Group Leader, Institute on Evaluation, Fayetteville, Arkansas

## FUTURE ACTIVITIES FOR OKLAHOMA VOCATIONAL RESEARCH COORDINATING UNIT

In conference with Dr. Francis Tuttle, State Director of Vocational-Technical Education and Dr. William Stevenson, Director, Research Coordinating Unit, it was determined that the following activities seemed most appropriate for the RCU.

1. Evaluation of Vocational-Technical Education.
   a. Assist with state-wide evaluation by gathering and analyzing needed data.
   b. Continue with evaluation of local schools occupational education programs upon request.
   c. Combine the efforts of the Enrollment and Follow-Up study with the OTIS (Occupational Training Information System).
   d. Assist State Advisory Committee with Evaluation upon request.

2. Master Plan for Vocational-Technical Education.
   a. Review procedures of other states and report to State Director.
   b. Be prepared to coordinate master plan committees upon request.

3. Dissemination of Research Information.
   a. Implementation of RCU/SDI (Selective Dissemination of Information).
   b. Develop state Research Information Centers for Dissemination.
   c. Develop search and retrieval procedures.
   d. Continue work on Ad Hoc committee on dissemination with Center at Ohio State and implement system when feasible.
   e. Continue publication of VEIN (Vocational Education Information Newsletter).

4. Review and Recommendation of proposals.
   a. Research Advisory Task Force to set priorities for research.
   b. Committees of specialists to review and recommend proposals for funding.
   c. Monitor research projects and act as liaison between Principle Investigator and State Director.

5. State Advisory Committee
   a. Assist State Advisory Committee with evaluation criteria and data upon request.

6. Synthesis and Interpretation of research in vocational-technical education.
   a. As staff time allows, research should be interpreted for more effective use by teachers and supervisors.
   b. Consider an additional staff member to work in this area.

7. Stimulate Research.
   a. Continue present efforts aimed at stimulation of research.

8. Coordination of research.
   a. Continue efforts aimed at coordination of interstate research.
   b. Continue efforts aimed at coordination of intrastate research.

9. Research Training.
   a. Continue and expand present program of research assistantships.
   b. Train vocational teachers as consumers of research through workshops and individual conferences.
   c. Assist administrators, vocational teachers and others with writing of proposals.

## DISCRETIONARY AWARD FUNDS

At the time of refunding the original Research Coordinating Units for their fourth year of operation provisions were made for a Discretionary Award Fund. This fund in the amount of $20.000 was awarded to each of the Units with only limited restrictions on its use. The Units could not use the monies to hire additional people and funds could not be used in the collection of routine data. Primarily the fund was to be used by the Units to test ways of involving practitioners in the research process.

The Oklahoma RCU in conjunction with the State Department of Vocational and Technical Education initiated the following projects supported by the discretionary fund.

1. The Unit conducted a series of three workshops on preparation of proposals for new programs (exemplary, cooperative, disadvantaged, handicapped, and research) in vocational-technical education. Sixty administrators and vocational educators plus personnel from the State Department participated in one of the three three day workshops. At the end of each workshop each participant had developed the outline of a proposal.

2. Mini-Grants for new ways to improve vocational-technical education were supported. The Unit notified all vocational teachers that we would fund small projects (up to $500) for the testing of fresh, new, innovative ideas for improving programs. A one page proposal form was developed to accompany the announcement. Seventy-five proposals were received, reviewed by a committee of RCU and State Department personnel, and twenty-nine were funded. All divisions of vocational and technical education were represented in the grants. Each project will be evaluated and a final report made. A report of results will be distributed by the RCU.

3. A one-week workshop for the purpose of developing a curriculum guide for teachers of an exploratory class in career development was supported by the fund. A group of twenty including teachers of classes in career exploration, vocational and guidance personnel, and administrators participated in the workshop. The curriculum guide, "Career Exploration," is now being used on a trial basis in Oklahoma schools. Next summer a workshop will finalize the publication for distribution within the state and to other states. Personnel from the Guidance Division, State Department of Education and the Curriculum Specialists of the State Department of Vocational-Technical Education were in charge of this workshop.

4. An institute on working with the disadvantaged was supported for twenty vocational teachers with responsibility in programs for disadvantaged. This workshop was conducted by AMIDS (Area Manpower Institute for the Development of Staff) of Oklahoma City.

   Note: Further details of these projects may be found in Appendix B of this report.

# APPENDIX A

MEMORANDUM August 5, 1969

TO: Local Educational Agencies and Others Submitting Proposals

FROM: Francis Tuttle, State Director, Vocational and Technical Education

SUBJECT: Proposals for New Programs and Projects in Vocational and Technical Education

The Vocational Education Amendments of 1968 (P.L. 90-576) has provided for new programs in vocational-technical education. These programs are in the categories of Exemplary Programs, Cooperative Programs, Programs for the Handicapped, Programs for the Disadvantaged, and Research. These special programs are to be funded through the submission and approval of proposals.

Following is an outline of the procedure for submission of proposals for special programs:

1. Ten copies of Proposal Idea (Form I, attached) submitted to State Director of Vocational and Technical Education.

2. When Proposal Idea is received, Program Coordinators will meet as steering committee and assign Proposal Ideas to appropriate committee. Steering Committee--Frazier, Research; DeBenning, Cooperative; Best, Handicapped; Van Hook, Disadvantaged; and Dreessen, Exemplary.

3. Program Coordinator and Committee review Proposal Idea and recommend completion of full proposal or disapproval. Guide for completion of proposals will be furnished to those completing proposal.

4. Upon receipt of recommendation of completion of proposal, ten copies of complete proposal and five additional copies of abstract will be submitted to the State Director of Vocational and Technical Education.

5. Proposal reviewed by appropriate Program Coordinator and Committee and recommend: (1) Approval, (2) Revisions, or (3) Disapproval.

6. State Director review and notify person submitting proposal of decision.

PROPOSAL IDEA FORM

Directions: Complete all areas of this form and return to:

Dr. Francis Tuttle, Director
State Department of Vocational and Technical Education
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

Proposed Title of Project: _____

FROM: _____
Name Title

_____
School Department

_____
Street Address City Zip Code

_____
Signature Phone & Extension

BRIEF DESCRIPTION TO INCLUDE:

1. A statement of purpose and objectives of program
2. Procedures and personnel involved
3. Number to be served
4. Duration of program
5. Approximate total cost of project

GUIDE FOR WRITING AND SUBMISSION
OF PROPOSALS FOR SPECIAL PROGRAMS

1. The proposal should follow closely the format outline in these instructions. Any questions you may have may be put to personnel from the RCU. The RCU will assist you with the proposal in any way possible.

2. Details about Submitting Proposals:

   a. Proposals should be on one side of standard (8½" x 11") paper, stapled at the left margin. Do not bind or enclose in folders. The title page should be the first page and should contain only that information indicated in the example on page 2. The title page on two copies should be signed by the Director and the Transmitter.

   b. Address: Dr. Francis Tuttle, Director
   State Department of Vocational-Technical Education
   1515 West Sixth Avenue
   Stillwater, Oklahoma 74074

   c. Number of Copies: Ten copies of the complete proposal and five additional copies of the abstract will be submitted.

PROPOSAL FOR PROGRAMS OR PROJECTS
SUBMITTED TO THE OKLAHOMA STATE BOARD FOR VOCATIONAL-TECHNICAL EDUCATION
FOR SUPPORT UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968

Title: _____ (Be concise; avoid ambiguous terms)

Applicant Organization: _____ (Name of School District, Junior College or other unit with major commitment to the program or project)

Program Director: _____ Signature
(Full name of person in charge of the program or project; position; address; telephone number and extension)

Transmitted By: _____ Signature
(Full name and position of official committing the applicant school district, junior college or other unit to the program; address; telephone number)

Duration of Activity: _____ (Proposed beginning and ending dates)

Total State Funds Requested: _____

Date Transmitted: _____

## PROPOSAL FORMAT

The format should be adapted to the activity, but the proposal should contain, in general, the following items.

I. Title Page (see example for information to be included)

II. The Abstract (a one-page non-technical summary of the proposal)

- A. Heading
  1. Title of Program or project
  2. Program Director
  3. Contracting Agency
  4. Amount of funds requested
  5. Proposed duration of the program

- B. Body
  1. Purposes, objectives, or nature of the program
  2. An indication of the expected contribution to education
  3. Description of procedures or what is to be done

III. The Body of the Proposal

- A. Problem and Objectives
  1. Statement of the specific problem in vocational or technical education with which the program is concerned
  2. Statement of the objectives of this particular program

- B. Rationale of the Program
  1. Community Setting. Describe the community in which the program will take place. (This statement should demonstrate the writer's understanding of economic conditions, racial distribution, occupational opportunities, etc.)
  2. School Setting. Describe the school in which the programs will take place. (This statement should demonstrate understanding of such things as training needs and interests of students, number of students with special needs this program could serve, etc.)
  3. Describe similar programs from other areas or relate the basis on which this program should succeed.

- C. Description of Activities
  1. Program Description. Describe the proposed program giving in detail the following information:
     a. Procedure for establishing the program
     b. Procedure for operating the program, or activities of the program
     c. Identification of aspects of the program which would relate to the area from which funds are requested
     d. Expected outcomes
     e. Program evaluation procedures
     f. Dissemination activities

IV. Personnel and Special Facilities

A. Education and experience qualifications of the program director and all other significant staff

B. Identification and description of facilities not described in III. B. 2.

V. Budget Section

A. Estimated cost of the project divided into major categories (See budget example)

B. Additional support to be contributed to the project from other sources

C. Statement of accounting of funds

VI. Appended Items

A. Letters of agreement with cooperating agencies

B. Plans for continuing program

C. Others when pertinent

BUDGET EXAMPLE

Investigator: John Doe

Institution or Agency: Skidwell Poly Tech

Duration: 36 months Beginning Date: 9-1-69 Ending Date: 8-31-72

| | 9-1-69 - 8-31-70 | | 9-1-70 - 8-31-71 | | 9-1-71 - 8-31-72 | |
|---|---|---|---|---|---|---|
| | State | Local | State | Local | State | Local |
| I. Personnel: | | | | | | |
| a. Director | $4,000 | $2,500 | | | | |
| b. Aide (½ time @ $3600/annum | 1,800 | -- | | | | |
| c. Consultants - 5 (2 days ea. @ $50/dy) | 500 | -- | | | | |
| d. Secretary (1/8 time @ $3,000/annum) | -- | 450 | | | | |
| II. Employee Benefits | 580 | 295 | | | | |
| III. Travel: | | | | | | |
| a. Director (Avg. 1 trip per mo. 250 mi @.08) | 240 | -- | | | | |
| (Per diem, 1 dy/mo @ 10.00) | 120 | -- | | | | |
| IV. Supplies & Materials: | | | | | | |
| a. Project Materials ($200 per school) | 400 | | | | | |
| b. Office Supplies | -- | 200 | | | | |
| V. Communications: | | | | | | |
| a. Telephone | 96 | -- | | | | |
| b. Postage | 50 | -- | | | | |
| IV. Services | | | | | | |
| a. Duplicating & Reproduction | 200 | -- | | | | |
| b. Computer | 500 | -- | | | | |
| VII. Final Report Cost | 100 | | | | | |
| TOTAL COST | 8,586 | 3,445 | | | | |
| | $12,031 | | | | | |

If the anticipated budget for the second and third year included different line items, for example, additional personnel; one could included those additional line items in the above format, or change the format to show the budget for only one year at a time. The above format allows the reviewer a better overview of the entire budget, but is not always feasible.

## PROPOSED CRITERIA FOR EVALUATION OF PROPOSALS

In addition to criteria contained in the State Plan for Vocational-Technical Education with regard to a particular program or project, applications may be evaluated on the basis of:

(a) The soundness of program or project plan;

(b) The likelihood of securing productive results;

(c) The adequacy of resources to conduct the proposed program or project;

(d) The relationship of the proposed program or project to other similar programs or projects already completed or in progress.

General Policy:

(a) Joint funding of projects with other agencies particularly in the area of handicapped should be explored. Wherever possible funding percentages should be based on the relative amount of general and/or vocational education involved in the project.

(b) It is the committees responsibility to determine whether or not the items included and the amounts requested in the proposal are reasonable for the job to be done. The Finance Officer will determine budgetary limitations based on legal restrictions and availability of funds and will negotiate budget revisions.

(c) Each of the projects approved should be designed so as to lead directly to the development of employability. Funds should not be expended for those activities normally considered to be the responsibility of other divisions of education or other agencies.

Other general criteria which are, or may be applied, include:

(a) The educational significance of the proposal in terms of the breadth of the project's probable impact, its relationship to other ongoing or completed research, and its potential for contributing to educational improvement within the context of total research and educational needs.

(b) The technical quality and the economic efficiency of the proposed research effort.

(c) Geographic location and other factors.

Use of Rating Terminology:

(a) Proposals which meet program criteria and are judged worthy of sponsorship should receive ratings of "approval" or "provisional approval." (The latter term is used for internal purposes only and indicates that the proposal is acceptable except for some negotiable change.) Approved and provisionally approved proposals are placed in a "hold" category and are supported on a priority basis as funds become available.

(b) All other proposals are to be assigned a "disapproval" or "deferral" rating. Deferral is rarely used and nearly always is considered synonymous to disapproval. Occasionally an evaluator may wish to defer judgement until he sees the opinion of a "specialist." Normally a panel is expected to "dispose" of all projects referred to it by either recommending approval (with or without qualifications) or disapproval.

(c) Each proposal approved or provisionally approved should be given a numerical rating from 1 to 5. This rating is used to determine order of funding of approved projects.

Priority Ratings:

A great deal of significance is attached to the rating you assign fundable projects. Numerical ratings are used to arrive at a priority order for funding proposals. A sample of the individual proposal rating with a weighted code is given below for your information. As you can see almost as much significance is attached to a proposal receiving a P(1) rating as to an A(1). Conversely, if a proposal is rated A(5) uniformally by all evaluators, it may very likely never be funded.

Proposal Rating Code:

| Approved | | Provisionally Approved | |
|---|---|---|---|
| A(1) | 100 | P(1) | 90 |
| A(2) | 80 | P(2) | 70 |
| A(3) | 60 | P(3) | 50 |
| A(4) | 40 | P(4) | 30 |
| A(5) | 20 | P(5) | 10 |

MEMORANDUM July 29, 1969

TO: All Supervisory Staff Members

FROM: Bill Stevenson, RCU Director

SUBJECT: Procedure for Handling Proposals for Special Programs

Doctor Tuttle has approved the following procedure for handling Special Program proposals:

Proposals for new programs in vocational education (Exemplary, Disadvantaged, Handicapped, Cooperative, and Research) will be submitted to the State Department in two forms. Form I will be a one-page proposal idea which will be submitted originally. If this idea appears to have merit, a full proposal will be requested and subsequently submitted as Form II. Samples of the approved forms for these two documents are attached.

The following procedure is suggested for handling of either of these proposal documents.

1. Ten copies of Proposal Idea (Form I) submitted to State Director of Vocational and Technical Education.
2. When Proposal Idea is received program directors will meet as steering committee and assign Proposal Ideas to appropriate committee. Steering Committee--Frazier, DeBenning, Best, Van Hook, Dreessen. Committees--Cooperative, Handicapped, Disadvantaged, Exemplary, Research.
3. Proposal Ideas reviewed by Program Director and Committee and recommended to submitter for completion of proposal or submitter notified of disapproval.
4. Upon receipt of recommendation of completion of proposal, ten copies of complete proposal and five additional copies of abstract will be submitted to the State Director of Vocational and Technical Education.
5. Proposal reviewed by appropriate Program Director and Committee and recommend: (1) Approval, (2) Revisions, or (3) Disapproval. Written reasons for action and recommended changes should be included in the review.

6. Proposals and recommendations be reviewed by the two Assistant State Directors, RCU Director, and Director of Finance for final recommendation to State Director.

7. State Director review and respond to person submitting proposal with file copy for the Director's Office and copies to Program Director and Director of Finance.

8. Copy of Proposals funded sent to Commissioner, HEW, by State Director.

# APPENDIX B

RCU VOCATIONAL RESEARCH COORDINATING UNIT

Oklahoma State University
Stillwater, Oklahoma 74074
Classroom Building 402
AC 405, 372-6211
Extension 6204

Office of the Director

June 17, 1969

MEMORANDUM

TO: Oklahoma School Administrators

FROM: Bill Stevenson, Director
Oklahoma Research Coordinating Unit

SUBJECT: New Programs and Projects in Vocational-Technical Education

The Vocational Education Amendments of 1968 (P.L. 90-576) has emphasized new funding programs at both the State and Federal levels. As in many other federally supported programs, funds are likely to be made available to those who can write the best proposals.

In order to be of greatest assistance to those vocational educators who have good ideas, the Oklahoma Research Coordinating Unit is sponsoring a series of three workshops on the development of proposals.

We ask that you pass the enclosed announcement and application form on to the vocational teacher, counselor, or proposal writer in your school whom you think might benefit from the workshop (or use it yourself if you are the proposal writer).

Our criteria for selection of participants to the workshops are:

1. "People with ideas" concerning the improvement of vocational or technical education.
2. Those who would be likely to write a proposal this year for funding under one of the sections of the Oklahoma State Plan for Vocational-Technical Education regarding the following programs:
   a. Exemplary
   b. Cooperative
   c. Disadvantaged
   d. Handicapped
   e. Research

Time is short. We must have applications in by June 30 in order to make selection and notify participants, so please get the application to the proper person as soon as possible.

# A N N O U N C I N G  A  W O R K S H O P

## Development of Proposals for New Programs in Vocational-Technical Education

Purposes:

1. To develop competency in preparing proposals for new programs.
2. To stimulate innovative ideas for local school programs.
3. To develop the outline of a proposal for a specific program in the local school--for each participant.

Time and Place:

1. July 14-16, Tulsa Area Vocational-Technical Education Center
   3420 South Memorial, Tulsa.
2. July 15-17, O. T. Autry Area Vocational-Technical Center
   1201 West Willow, Enid.
3. July 16-18, Duncan Area Vocational-Technical Center
   Duncan High School, Duncan.

Program Outline:

1st Day A.M. Orientation to the Workshop
Ronald Meek, State Supervisor of Special Services.
Explanation of Programs: Exemplary, Handicapped, Disadvantaged, and Cooperative. Ralph Dreessen, Ted Best, Victor Van Hook, and M. J. DeBenning; State Directors of the programs.

P.M. Brainstorming in small groups under the leadership of Ronald Meek.

2nd Day A.M. Proposal formats--How to write a proposal
Wm. D. Frazier, Associate Director, RCU

P.M. Work on proposal ideas individually with help from consultants.

3rd Day A.M. E.R.I.C. and Other Resource Materials
Bill Stevenson, Director, Oklahoma RCU

P.M. Presentation of proposal summaries by participants. Byrle Killian and Arch Alexander, Assistant State Directors for Vocational-Technical Education will react to the proposals.

Stipends: Each participant who attends the entire three-day workshop will receive a stipend of $100 to help defray travel and per diem expenses.

Deadline for Application: All applications must be postmarked by June 30, 1969, to be considered.

# A P P L I C A T I O N

Workshop: Development of Proposals for New Programs in Vocational-Technical Education

Name:_____

Position:_____ School:_____

Mailing Address:_____

Highest Degree:_____ Have you written a thesis?_____

Recent Teaching Experience:_____

_____

_____

_____

Have you ever written a proposal for federal funds for education?_____

Do you have a specific idea for improving vocational education in the area of the programs to be covered by the workshop?

_____

If yes, to which areas would it apply?_____

Which workshop would you prefer to attend? Tulsa___ Enid___ Duncan____
(List 1st and 2nd choice if a second choice is feasible.)

If you already have an idea for a proposal, briefly describe it. _____

_____

_____

_____

_____

_____

_____

_____

RETURN TO: Dr. Bill Stevenson, Director
Research Coordinating Unit
402 Classroom Building
Oklahoma State University
Stillwater, Oklahoma 74074

RCU VEIN

June 10, 1969

A N N O U N C I N G

## Mini-Grants for New Ways to Improve Vocational-Technical Education

What could you do with $250 to spend as you please to improve your vocational or technical education program? Would you hire a teacher-aide for a month to see if you could give more attention to your disadvantaged students? Would you build a better gadget to demonstrate some learning concept to your students? Or would you hire a special resource consultant to work with your class on some particularly sticky problem? Well, these ideas are not necessarily new or innovative, but some vocational or technical teachers or counselors have some good ideas - surveying community needs for people with the skills you are teaching, or putting on a public relations drive for your program.

The Oklahoma RCU will fund twenty or more mini-grants this year for teachers to test their ideas. We do not want to set funding limits, but probably will not support any projects above $400 or $500. In order to fund 20 projects we will need to support at an average level of $250. You can't, however, put a price on ideas and we don't want to discourage anyone from submitting a proposal.

We are looking for fresh, new, innovative ideas. Requirements are simple. If you think you have a good idea, but need a little money to help get it off the ground, just fill in the enclosed proposal form describing the activity and how much it will cost and send it to the address indicated in the instructions.

If your proposal is one of those chosen, funds will be made available to you before September 1 this year. All we ask in return is that you make a brief report of the results of your activity when it is finished so that we may make the results available to other teachers who desire to improve their programs.

Instructions for preparing the mini-grant proposals are on the back page of this newsletter. We don't want any elaborate proposals (use the form - it's only two pages long). We just want you to have an opportunity to try out that idea you've been thinking about. So don't put this off, lay it aside, or misplace this announcement - but get your proposal in now. Good luck!

*Note - These grants are being made available through a special "Discretionary Award Grant" to the RCU from the Division of Comprehensive and Vocational Research, Bureau of Research, U. S. Office of Education.



Published by the Oklahoma Vocational Research Coordinating Unit, Dr. Bill Stevenson, Director

MINI-GRANT PROPOSAL FORM

Please type | Deadline: July 18, 1969 | Complete all blanks

Proposed Title of Project: _____

_____

FROM: _____
Name | Title

_____
School | Department

_____
Street Address | City | Zip Code

_____
Signature | Phone & Extension

BRIEF DESCRIPTION: (See Instructions)

DESCRIPTION (continued)

DURATION OF PROJECT:

Starting Date _____ Ending Date _____

| BUDGET: (See Instructions) | Funds Requested from RCU | Local or Other Support Funds |
|---|---|---|
| Personnel: | | |
| Materials or Supplies: | | |
| Travel and Per Diem: | | |
| Communications and Services: | | |
| Other Costs: (Specify) | | |
| TOTAL COSTS | | |

Space Below for RCU Use Only

INSTRUCTIONS FOR MINI-GRANT PROPOSALS

1. Deadline for submission of the proposal is July 18, 1969. No proposals will be accepted with a postmark dated later than July 18.

2. Proposal should be addressed to: Dr. William D. Frazier
   Research Coordinating Unit Mini-Grants
   402 Classroom Building
   Oklahoma State University
   Stillwater, Oklahoma 74074

3. The brief description should include:

   a. A statement of the problem you hope to solve, or the phase of vocational education you hope to improve.

   b. The procedures or new activities you will use and the personnel involved.

   c. Expected outcomes - how the vocational program should be improved by the activity you propose.

   d. Evaluation - how you will measure the usefulness of the activity.

   e. Statement of support from your local administrator and/or State supervisor (If such statements would be appropriate)

4. Fill in only those blanks in the budget appropriate to your proposal. If you plan to pay personnel, list them by name - or by job description if personnel haven't been selected.

   You need not list specific items in the remaining categories if your description of the project indicates what these items would be. For example: If you planned travel to Dallas for two days and describe this in the proposal, all you need to list under Travel and Per Diem is the cost. If the description did not list a trip to Dallas for two days, then it should be listed specifically in the budget. Remember, the budget is supposed to support the activity described in the proposal.

## MINI-GRANT PROPOSALS

Joe W. Lemley, Principal, Tulsa Area Vocational-Technical Center, THE DEVELOPMENT OF CORE INSTRUCTIONAL UNITS FOR SOME VOCATIONAL EDUCATION PROGRAMS, $368.50, Full Approval.

Lucille M. Nelson, Vocational Home Economics Teacher, Geary High School, A PLACE FOR EVERYONE, $250.00, Provisional.

Thomas J. Worley, Teacher-coordinator, Sayre High School, COMPREHENSIVE FOLLOW-UP OF D.E. PROGRAM IN A SMALL SCHOOL, $200.00, Full Approval.

Lorin Vogeding, Sr., Chairman of Department, Tri-County Area Vocational-Technical School, RESEARCH AND DEVELOPMENT FOR A COURSE IN SYSTEMS ANALYSIS. $450.00, Provisional.

M. J. Ruley, Director of Industrial Arts and Vocational-Technical Education, Tulsa Public Schools, INSERVICE TRAINING FOR VOCATIONAL INSTRUCTORS AND/OR DEPARTMENT HEADS AND GUIDANCE COUNSELORS, $300.00, Provisional.

William A. Cavin, Assistant Superintendent, Tri-County Area Vocational-Technical School, SURVEY OF LOW INCOME, UNDER-EMPLOYED AND UNEMPLOYED GROUP IN WEST BARTLESVILLE AND FIND OUT WHY THEY ARE NOT UTILIZING TRAINING PROGRAMS AT TRI-COUNTY TECH, $420.00, Provisional.

Mrs. Maxine Edwards, Vocational Home Economics Teacher, Commerce High School, AUDIO-VISUAL PROJECT: SLIDE SERIES WITH ACCOMPANYING TAPED COMMENTARY IN THE AREA OF CONSUMER EDUCATION IN HOME MANAGEMENT, $150.00, Provisional.

Douglass Morris, Welding Instructor, Southern Oklahoma Area Vocational-Technical Center, SPECIALITY TRAINING IN THE FIELD OF WELDING, $330.00, Provisional.

Hoyt N. Sandlin, Director, Duncan Area Vocational-Technical Center, TEACHERS IMPROVED RELATED MATERIALS TO AID DISADVANTAGED AND HANDICAPPED, $459.00, Full Approval.

Bill Laman, Program Coordinator, Oklahoma City Public Schools, PILOT PROGRAM IN PRACTICAL SCIENCE WITH FEEDER EMPHASIS FOR ELECTRONICS TECHNOLOGY IN HIGH AND POST HIGH, $310.00, Full Approval.

Mrs. Beverly C. Archer, Coordinator, Cooperative Office Education, Will Rogers High School, SEMINARY FOR SUPERVISORS OF COOPERATIVE OFFICE EDUCATION STUDENT TRAINEES FROM WILL ROGERS HIGH SCHOOL, TULSA, OKLAHOMA, $225.00, Full Approval.

Dolph Shults, D.E. Coordinator, Carl Albert Jr.-Sr. High School, SURVEY OF NEW BUSINESSES IN AREA, $200.00, Full Approval.

Bill G. Powers, Superintendent, Kiamichi Area Vocational-Technical School #7, KIAMICHI COOPERATIVE VOCATIONAL GUIDANCE PROGRAM, $330.00, Full Approval.

Delbert Morrison, Assistant Director, Duncan Area Vocational-Technical Center, SCHOOL ANNUAL ADS PURCHASE, $280.00, Full Approval.

Nora Vandergriff, Head, Vocational Home Economics, Hugo High School, AIDE TO ASSIST IN DEVELOPING IMPROVED CLOTHING TECHNIQUES AND ATTITUDE TOWARD THE WORLD OF WORK FOR DISADVANTAGED YOUTH IN WASHINGTON AND HUGO HIGH SCHOOL, $400.00, Provisional.

Mrs. Gwendolyn Mote, Vocational Home Economics Instructor, Lookeba-Sickles High School, AIDE - (TEACHER'S AIDE OR WHATEVER) - TO ASSIST IN SURVEY TO HELP WITH PROVIDING DAY CARE FOR CHILDREN OF MOTHERS OF ECONOMICALLY DEPRESSED FAMILIES WHILE MOTHERS ATTEND SPECIAL CLASSES IN HOME COOKING, LAUNDRY, CHILD CARE, ETC., $500.00, Full Approval.

Gladys Whetstine, Cooperative Office Education Coordinator, Tulsa-Webster, CLASSROOMS WITHOUT WALLS FOR STUDENT INVOLVEMENT, $500.00, Provisional.

Mrs. Jeanne Fudge, R.N. and Mrs. Mildred Pittman, R.N., Instructors, Oklahoma City Vocational School of Practical Nursing, A STUDY OF FACTORS AFFECTING THE ATTRITION RATE OF VOCATIONAL NURSING STUDENTS, $250.00, Full Approval.

Bill Schultz, Vocational Agriculture Instructor, Beaver High School, DEVELOPING A SIX-WEEK COURSE ON SAFETY WITH SPECIAL EMPHASIS ON AGRICULTURE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE STUDENTS, $300.00, Full Approval.

J. Barry Ballard, Instructor, Drafting and Design Tech., Northern Oklahoma College, HIGH SCHOOL DRAFTING CONTEST RECRUITMENT PROJECT, $250.00, Full Approval.

Dr. Arnola C. Bose, Associate Professor, Office Management and Business Education and Dr. Lloyd L. Garrison, Professor and Head, Department of Administrative Services, Oklahoma State University, AN EXPERIMENT WITH MICRO-TEACHING IN BEGINNING TYPEWRITING, $400.00, Full Approval.

Kay F. Smith, Distributive Education Teacher-Coordinator, Muskogee Central High School, PREPARATION OF A VOCATIONAL NOTEBOOK STUDY GUIDE FOR STUDENTS OF DISTRIBUTIVE EDUCATIO, $315.00, Provisional.

Mr. E. C. Kitchens and Mr. L. W. Parker, Vocational Agriculture Instructors, Norman High School, IMPROVEMENT OF INSTRUCTION IN THE AREA OF SMALL ENGINE REPAIR AND MAINTENANCE, AS A PART OF THE AGRICULTURAL MECHANICS PROGRAM IN THE VOCATIONAL AGRICULTURE DEPARTMENT OF THE NORMAN HIGH SCHOOL, $105.00, Provisional.

R. T. Taylor, Superintendent, Hartshorne High School, MAKING TEACHING FUNCTIONAL FOR DISADVANTAGED YOUTH, $250.00, Full Approval.

Bill Bearden, Vocational Agriculture Instructor, Morris High School, COOPERATIVE FEEDLOT FOR THE DISADVANTAGED, $500.00, Provisional.

Clara Mae Chatham, Vocational HOme Economics Teacher, Smithville High School, SPECIAL HELP FOR DISADVANTAGED STUDENTS, $494.00, Provisional.

Bill Wilmeth, Distributive Education Teacher-Coordinator, Yukon High School, DECA POPS, INC., $400.00, Full Approval.

Mrs. Velta Reed, Home Economics Teacher, Washington High School, CHARM CLASS FOR ALL HIGH SCHOOL GIRLS, $250.00, Provisional.

Cleo Dupy, Assistant Director, Southern Oklahoma Area School, Ardmore, TIME CLOCK AS A TRAINING DEVICE, $500.00, Provisional.